



# NCCTC WORKPLACE ETHICS

## Code Of Conduct For Student Interns

**In an effort to maintain the high standard of conduct expected of Newaygo County Career-Tech Center (NCCTC) student interns, NCCTC adopts the following Code of Conduct applicable to all students.**

- A. Student interns are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as an intern/volunteer. Such information would include: information regarding other employees, members or clients, projects or programs, the employer's financial status, pending agreements, and any information that if released may prove harmful to that employer. Failure to maintain confidentiality may result in termination of the intern's relationship with the employer.
- B. Student ID Badges – these ID badges are to be worn only at the worksite during the time students are there on their internship. As a representative of NCCTC, we ask that student interns conduct themselves in a professional manner and in the best interests of NCCTC at all times. Student ID badges are the property of NCCTC and must be returned upon conclusion of the student's internship.
- C. Please remember...being released to participate in a work-based learning opportunity is a privilege you earn and can be rescinded for unprofessional behavior or poor work ethic. Unprofessional behavior by students hurts the reputation of NCCTC and its work-based learning programs, which can ultimately deny students recruiting opportunities.

### HOW TO PREPARE AND WHAT TO EXPECT

- 1. Ask about the dress code of the workplace.
- 2. Know what documents you need to bring with you.
- 3. Some of the first projects you are assigned may be simple projects. Employers like to familiarize you with the organization and see how you perform to determine your ability for future projects.
- 4. Don't be afraid to ask questions or ask for help if you need guidance, or you want someone to review your work to make you feel more confident about it. It is better to communicate to prevent problems from occurring.
- 5. There may be some "lull" times in your work schedule. Do not be afraid to ask for additional work, or try to come up with some projects of your own.

### WHAT EMPLOYERS EXPECT FROM YOU AS AN INTERN

- 1. HAVE A POSITIVE ATTITUDE no matter what the task.
- 2. Come to work when scheduled and call them when you know that you are going to be absent.
- 3. Make smart decisions. Follow directions.
- 4. Concentrate on work and care about the quality of your work.
- 5. Write and communicate well. Be cooperative.
- 6. Recognize problems and find solutions.
- 7. Finish the job.
- 8. Be honest and dependable.
- 9. Dress properly and practice good grooming.
- 10. Do not make or receive personal phone calls and visits at the worksite without the permission of your supervisor.

### WHAT IF I AM HAVING PROBLEMS WITH MY INTERNSHIP?

Occasionally, students have problems such as lack of work, assignments not matching their major field of study, conflicts with the employer or other employees, etc.

- 1. Try to work the problem out on your own first.
- 2. Do not let the problem continue until the end of your internship or just decide that you do not want to return to the employer.
- 3. Make every effort to resolve the problem from the beginning.
- 4. Notify your instructor if any further guidance is needed or to recommend a course of action.

The undersigned agrees to the above policy.

Student Intern Signature: \_\_\_\_\_ Date \_\_\_\_\_